

SUMMER VACANCY ANNOUNCEMENT

NON-APPROPRIATED FUND (NAF)

NSA Norfolk, Little Creek, Oceana/Dam Neck, NNSY, Yorktown/CAX, Northwest

03/22/2004

Does not confer Civil Service Status

Positions listed below are open for seasonal recruitment to all applicants. Requirements vary for positions: some may require limited or no previous experience—positions with specific requirements are so noted. Positions with salary ranges indicate there may be variances between sites in different wage areas, or that higher salary may be paid for prior experience. **FILING INSTRUCTIONS, APPLICATION REQUIREMENTS, EMPLOYMENT PREFERENCES, OFFICE LOCATIONS, AND REGIONAL BASE LISTING ARE LOCATED ON THE BACK OF THIS ANNOUNCEMENT.**

Positions available:

ANNOUNCEMENT # NAF/SE 7-04: Recreation Aid (Youth), NF-0189-01, \$7.00 per hour.

Must be 18 years old. Experience with Youth/Teen Programs preferred.

(Available at Norfolk, Portsmouth, Little Creek, Oceana/Dam Neck, Northwest and Yorktown/CAX)

ANNOUNCEMENT # NAF/SE 8-04: Recreation Asst (Be specific on position and location)

Recreation Asst (Lifeguard/Lead guard/WSI), NF-0189-02, \$8.50-\$11.50 per hour.

Certifications required (CPR/First Aid/Life-guarding AED and WSI). As a condition of employment, the employee must obtain the Hepatitis B Virus (HBV) vaccination or complete the HBV declination form prior to first day off work due to possible occupational exposure to blood and other potentially infectious materials.

(Available at Norfolk, Portsmouth, Little Creek, Oceana/Dam Neck, Northwest and Yorktown/CAX)

ANNOUNCEMENT # NAF/SE 12-04: Recreation Aid/Asst, (Be specific on position and location)

Recreation Asst (Lead Sailing Instructor/Sailing Instructor), NF-0189-02, \$6.50-\$8.75 per hour.

Must have the ability to handle small boats in all weather conditions, be able to pass basic swim test and be able to do small repairs on sails and motor-boats. (Available at Norfolk only)

Recreation Aid (Dock Attendant), NF-0189-01 \$5.50-\$6.62 per hour.

Knowledge of the types, characteristics, and rigging procedures of the sailing craft, and safe outboard motor boat operation and basic boat maintenance techniques and procedures. (Available at Norfolk only)

Recreation Aid (Golf), NF-0189-01 \$6.00-\$7.50 per hour.

Ability to operate a gas powered golf cart and range ball picker. Requires ability to follow oral and/or written instructions. (Available at Norfolk only)

ANNOUNCEMENT # NAF/SE 14-04: Laborer (Golf), NA-3502-03, \$7.31 - \$7.72 per hour.

General knowledge of greens care, mowers, hand tools and maintenance equipment. Ability to drive pick-up trucks, 5-ton dump trucks and all types of turf equipment. Ability to operate a manual transmission. Must have a valid state driver's license. (Available at Oceana/Dam Neck)

ANNOUNCEMENT # NAF/SE 15-04: Custodial Worker (Cabins), NA-3566-03, \$7.31 per hour.

Knowledge of products and techniques used. Must have a valid state driver's license.

(Available at Yorktown/CAX)

ANNOUNCEMENT # NAF/SE 17-04: Sales Clerk (Be specific on position and location)

Sales Clerk (Pool/Beach), NF-2091-01, \$7.00 per hour.

Ability to carry out verbal and written instructions, knowledge of basic arithmetic to compute change. Skill in customer service, tact and good judgment. General knowledge of cleaning products and equipment, (Available at Norfolk, Little Creek, Oceana/Dam Neck, and Northwest)

Sales Clerk (Marina), NF-2091-01, \$6.00-\$6.50 per hour.

Must have knowledge of boating and fishing supplies, keeps payment record for slips and storage payments. Knowledge of proper bait and rods used for specific fishing. Skill in cash handling methods.

(Available at Little Creek only)

ANNOUNCEMENT # NAF/SE 19-04: Tractor Operator (F&S), NA-5705-05, \$8.67-\$9.03 per hour.

Knowledge and ability to prepare and maintain athletic fields using a variety of maintenance equipment. Knowledge and skill in the use of hand and power tools to perform facility maintenance. Ability to drive a variety of vehicles such as pick-up trucks and tractors. Must be 18 years old and maintain a state driver's license. (Available at Little Creek Only)

EMPLOYMENT PREFERENCE: Explanation of preference is available at NAF Personnel Offices at all sites. No preference is given unless requested & documented. Acceptance or declination of a continuing position ends ability to claim preference for spouse or IVS applicants. To claim a preference, you must submit the following:

MILITARY SPOUSE: Must attach a copy of Military Spousal Preference form, military member's PCS orders and write SPOUSAL PREFERENCE on front page of the application.

VETERAN: Attach copy of DD-214 to the application.

INVOLUNTARILY SEPARATED MILITARY MEMBERS & DEPENDENTS: Must attach IVS Hiring Preference information form and IVS Identification card. IVS PREFERENCES ARE APPROVED ONLY IF DISCHARGE/REENTRY CODES MATCH ELIGIBILITY LIST.

NOTE TO ALL APPLICANTS: Positions in all employment categories may be filled from this list of announcements (regular full time, regular part time, and flexible). Applicants must indicate on the application the employment category(ies) they are willing to work. **UNLESS SPECIFICALLY STATED IN WRITING BY THE HIRING OFFICIAL, ALL POSITIONS WITH MULTIPLE LEVELS (NF-01 AND -02; NA-01 / 02/ 03) WILL BE HIRED AT THE ENTRY LEVEL**

ALL EMPLOYEES are required to participate in direct deposit of pay as a condition of employment

~ALL prior military discharged within the past 5 years, must attach a copy of their DD214 showing reason for discharge and re-entry codes.

~**Active Duty Military:** Military regulations require that you obtain a special request authorization (NAVPERS 1336/3) prior to being accepted for outside employment. **To be considered for NAF employment, you must attach a completed authorization form to all applications, and include your command POC name and phone number.**

FILING INSTRUCTIONS: Applicants must submit an application & attachments to:

Regional NAF Personnel Office (Norfolk) 1200 Fechteler Road, Norfolk VA 23505.

NAF Personnel Office (Little Creek) 1432 Hewitt Dr. Bldg. 3126, Norfolk VA 23521.

NAF Personnel Office (Oceana/DamNeck) 875 D Ave. Bldg. 531, Virginia Beach VA 23460.

NAF Personnel Office (Norfolk Naval Shipyard) Scott Center Annex, Bldg. 1559, Portsmouth VA 23709

NAF Personnel Office (Yorktown/CAX) Bldg. 2011 Belzer Road, Yorktown VA 23691

NAF Personnel Office (NSGA Northwest) MOU #1, Chesapeake VA 23322

"Unless otherwise specified, all applicants must be 16 and over"

"The Department of the Navy is an Equal Opportunity Employer. All qualified candidates will receive consideration without regard to race, color, sex, national origin, age, disability, marital status, political affiliation, sexual orientation or any other non-merit factors."

